

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
October 5, 2021

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Greg Spain
VICE CHAIR Sarah Creek
COMMISSIONER Tony Wilkins
COMMISSIONER Todd Ray
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
ABSENT: COMMISSIONER Sheri Hagen

Call to Order

Chair Spain called the meeting to order at 11:33 a.m.

Roll Call

Four out of five Commissioners were present at the time of roll call. Chair Spain declared a quorum does exist to conduct and approve business.

Chair Spain called for Appearance of Citizens:

The following citizen provided comments to the Commission: Abeer Motan.

The Minutes of the September 7, 2021 regular meeting were presented. Commissioner Creek moved that the September 7, 2021 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Creek, Ray, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Wilkins moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Creek, and upon call of the roll, Commissioners Ray, Creek, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Wilkins moved to return to Open Session, seconded by Commissioner Ray, and upon call of the roll, Commissioners Creek, Ray, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Senior Clerk Typist, Commissioner Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call

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of the roll, Commissioners Ray, Wilkins, Creek and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for New Business:

A. Authorization Request to Approve Job Announcement and Establish Promotional Register for Fire Captain, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Creek, Ray, Wilkins and Spain voted aye. Acting Secretary Rogers declared the motion carried.

B. Authorization Request to Approve Job Announcement and Establish Eligible Register for Accounting Assistant, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Creek, Wilkins, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

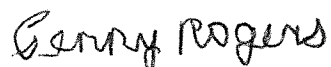
C. Receiving and Filing of Personnel Actions

Commissioner Ray moved that the appointments, promotion, oral reprimand, civil service status, requests for leave, relinquish position, probationary period extension, probationary resignation, and retirement be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Wilkins, Creek, Ray and Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Other Business:

There being no other business, Commissioner Creek moved to adjourn the meeting, seconded by Commissioner Ray and upon call of the roll, Commissioners Wilkins, Ray, Creek and Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:50 a.m.

Respectfully Submitted,



Penny Rogers

Acting Secretary